

## Elective University Courses

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### I. Elective University Courses

Elective University Courses (UZO) is a program that diversifies the educational offer and supports flexibility in studying at the Warsaw University of Life Sciences (SGGW).

UZO is a set of interesting and thematically diverse courses to choose from for students of all fields of study. It allows them to expand their field-specific learning outcomes or to acquire new knowledge and skills unrelated to the current field of study, which can be utilized in future scientific, professional, or personal interests. It takes into account the latest achievements and trends in science, research, technology, socio-economic environment, and their application in practice or daily life.

Participation in UZO courses allows students to tailor part of their study program to their own needs, preferences, and passions. UZO courses can replace elective courses offered for specific fields of study by faculties (faculty-specific elective courses). How? Check out the [rules](#) and find answers to your [questions](#).

## II. UZO - General Rules

- Participation in the Elective University Courses (UZO) program is optional.
- UZO courses replace elective courses from the study program offered by the Faculty (faculty-specific elective courses).
- The implementation and completion of UZO courses are subject to the Study Regulations at SGGW.
- Any course from the UZO program can be chosen by students from any field of study.
- Registration for UZO courses is only done through eHMS, within the deadlines provided in the UZO schedule.
- The total number of ECTS credits for selected UZO courses in a given semester cannot exceed 4 ECTS.
- The organization and schedule of the courses are determined by the UZO course offer.
- No fee is charged for UZO courses (a fee applies only if the course is repeated).
- Selected UZO courses in a given semester (unless the student withdraws from them) are included in the student's semester schedule and become mandatory to complete (and pass). The grade from UZO courses is included in the GPA for the period in which the courses were completed.
- Each UZO course has its own syllabus, which specifies, among other things, the forms of instruction, methods of verifying learning outcomes, including the method of assessment. UZO courses end with a graded assessment.
- By selecting UZO courses, the student accepts the rules associated with the program.
- We encourage you to review the "[Frequently Asked Questions](#)" (FAQ)

## III. UZO - Schedule

Registration for courses offered in the Elective University Courses (UZO) program takes place exclusively online, through eHMS (and the educational offer posted in this system).

Key dates for registration/enrollment in UZO courses and possible withdrawals from UZO or faculty-specific elective courses:

27.09. 2024, 8:00	UZO course selection offer opens in eHMS
02.10.2024, 16:00	UZO course selection offer closes in eHMS
03.10.2024, 15:00	Information on courses that will be conducted (based on the number of registered students justifying the course's launch)
07.10.2024	Start of UZO courses (according to the course schedule)

By 11.10.2024, 16:00 Possible withdrawal from faculty-specific electives\*, which are to be replaced by UZO courses (in the dean's office)

13.10.2024, 16:00 Final deadline for possible withdrawal from the UZO program after the offer closes\*\*

\* In case a student had previously selected faculty-specific elective courses before choosing UZO and now wishes to replace the faculty elective with a UZO course in the study program.

\*\* If withdrawing from UZO courses after the offer closes in the eHMS system, students must send an email from their university email address to uzo@sggw.edu.pl. In the email, the student should specify the course they are withdrawing from and their field of study.

Withdrawing from faculty-specific electives or UZO courses within the specified time guarantees that these courses will not be added to the student's semester schedule and will not be required for completion in the given semester.

If a student does not submit a withdrawal within the deadline, they will be required to complete these courses and obtain credit for them. Failure to obtain credit will result in consequences as outlined in the Study Regulations.

#### IV UZO - Frequently Asked Questions

##### - What does it mean that UZO courses are subject to the Study Regulations at SGGW?

You should treat UZO courses like any other course (module, subject) in your study program. Selecting UZO courses in a given semester means that these courses will be listed on your transcript of academic record for that semester. The grade from these courses will be included in your GPA for the semester in which they were completed, and the ECTS credits will be assigned to the semester in which they were earned.

Registering for UZO courses through eHMS in a given semester adds them to your semester schedule, and they become required for completion and passing during that semester.

Failure to pass UZO courses that you selected (and did not withdraw from within the allowed period) will result in consequences as outlined in the Study Regulations at SGGW - such as having to repeat the course for a fee and submitting a request to the Vice Dean for conditional registration for the next semester.

##### - Are UZO courses additional courses, or are they counted towards my study program? What benefit do I get from this?

UZO courses generally replace faculty-specific elective courses. You have an expanded selection and the opportunity to pursue interests outside your main field of study. If you do not yet have elective courses in your study plan for the current semester but you register for UZO courses, completing UZO courses now allows you to count them as elective courses for a future semester in your study program.

If you are in your final semester and your study plan does not include any faculty-specific electives, UZO courses will be included in your diploma supplement as extracurricular courses. The grade from UZO will also not be included in your overall GPA for your studies.

**- Do I have to register for UZO courses?**

Registration for UZO courses is voluntary. The UZO offer is available to students of all fields and levels of full-time studies, except for students in their 1st semester (beginning first-cycle or long-cycle studies), students on leave, or those waiting to retake courses.

**- How many UZO courses can I register for in one semester?**

Registration for UZO courses has one limitation—4 ECTS. You can select as many UZO courses as you like, provided that the total ECTS credits do not exceed 4.

You can choose one course or any configuration of courses that meets this requirement.

**- When can I select UZO courses?**

You can register for UZO courses in any semester of your studies. If your study plan does not include elective courses for the upcoming semester, completing UZO courses now will allow you to replace faculty-specific elective courses that will appear in your study plan in future semesters.

Familiarize review the UZO schedule.

Read the answer to the question: [What does it mean that UZO courses are subject to the Study Regulations at SGGW?](#)

**- Can I withdraw from a UZO course after registration closes?**

Yes, you can. Just remember that you must do so within the deadline specified in the [UZO schedule](#) and in the prescribed manner.

From your student email address, send a message with information about your withdrawal, stating which course you are withdrawing from and what program of study you are enrolled in. Please send this message to: [uzo@sggw.edu.pl](mailto:uzo@sggw.edu.pl) – within the deadline given in the UZO schedule. Withdrawal from a selected course after the deadline will not be possible, so please make thoughtful choices.

**- What do I need to do to replace my faculty-specific electives with UZO courses?**

Transferring the credits and ECTS points earned from UZO courses in place of faculty-specific electives is a student's right (mandatory) as described in the Study Regulations at SGGW.

If you decide to make this substitution, you need to register for UZO courses (courses with ECTS credits not lower than the faculty-specific elective you wish to replace) and reduce the number of faculty-specific electives you select.

You must also inform your dean's office in writing.

**- I want to select UZO courses this semester, but I have already registered for electives in my Faculty.**

**What should I do?**

Register for UZO courses and inform your Vice Dean/dean's office (in writing) about this. Also, submit a written request to your dean's office to withdraw from the faculty-specific elective that you previously selected within the deadline specified in the [UZO schedule](#).

Pay attention to the ECTS for UZO courses and the ECTS for the faculty-specific elective – the credit values should be equal (or the ECTS for the UZO course should be higher than for the faculty-specific elective).

Also, review the question [What are the risks of replacing faculty-specific electives with UZO courses?](#)

**- What should I do if I want to register for UZO courses but don't have electives in my study plan yet?**

Read the answer to the question: [Are UZO courses additional courses, or are they counted towards my study program? What benefit do I get from this?](#)

**- What are the risks of replacing faculty-specific electives with UZO courses?**

Both UZO courses and faculty-specific electives are subject to the Study Regulations at SGGW. If you select both faculty-specific electives and UZO courses, all of these courses will be added to your semester schedule and will be required for completion. Failure to pass any of these courses will result in consequences according to the regulations – such as repeating the course and conditional registration.

Make sure to withdraw from the faculty-specific elective that you want to replace with UZO courses within the appropriate deadline specified in the UZO schedule. You can also choose to withdraw from UZO courses. The current deadlines can be found in the UZO [Schedule section](#).

**- Until when and where can I submit a request to withdraw from a faculty-specific elective in favor of a selected UZO course?**

Choosing UZO for a specified number of ECTS allows you to reduce the same (or lower) amount of ECTS from your faculty-specific electives. Since the selected UZO courses will be completed as part of your study program as an elective (equivalent to a faculty elective), you must inform your dean's office about your withdrawal from the faculty-specific elective.

This declaration must be submitted in writing to the dean's office by the deadline specified in the [UZO schedule](#).

**- What happens if I don't pass a UZO course?**

Read the answer to the question: [What does it mean that UZO courses are subject to the Study Regulations at SGGW?](#)

**- Can I use a UZO course to pass a previously failed faculty elective?**

The grade and ECTS resulting from a passed UZO course, which have not yet been recognized in your program, cannot be used to replace a faculty-specific elective that you previously attended but failed.

**- Do I need to meet any additional requirements to register for a course?**

It depends on the course. To be sure, you should check the prerequisites specified in the syllabus for the particular course.